

Quick Start Funds Application Form

Applicant Information

I am applying:

- as an individual
- on behalf of a group/unit/organization at Memorial

Organization Information

Organization Name:

URL:

Principal Applicant/Contact

- Prefix
- Ms.
 - Mr.
 - Mrs.
 - Dr.

First Name

Surname

Mailing address

Email

Telephone

Faculty/Unit

Department

Position

Affiliation

- Faculty
- Staff
- Graduate Student
- Undergraduate Student

Status

- Full time
- Part time
- Term Appointment
- Retired

Project Information

Project Title

Project Type

- Meeting
- Event
- Service Learning
- Other _____

Project Summary

(max 300 words)

Project Objectives

(max 200 words)

Relevant PEF Objectives

Please choose a maximum of three objectives from the Goals of Memorial's Public Engagement Framework that are the most relevant for your project:

Goal 1. Make a positive difference in our communities, province, country and world.

- 1.1 Be a leader nationally and internationally in developing policies and programs that value and support effective public engagement.
- 1.2 Develop and improve processes, tools and resources to recognize and understand public needs, opportunities and priorities.
- 1.3 Mobilize knowledge, expertise and resources in support of the public good: social, health, economic, cultural and environmental.
- 1.4 Mobilize knowledge, expertise and resources in support of innovation and economic diversification.
- 1.5 Mobilize knowledge, expertise and resources to support the ability of individuals, groups, organizations and communities to participate in good governance.
- 1.6 Facilitate and participate in informed public dialogue.
- 1.7 Connect university expertise to non-degree and diploma learning opportunities.
- 1.8 Allocate available resources to areas of public engagement priority and seek incremental resources where priority areas are not adequately satisfied.

Goal 2. Mobilize Memorial for public engagement.

- 2.1 Create a culture throughout Memorial that values, facilitates and celebrates public engagement.
- 2.2 Develop and improve policies, structures and systems throughout Memorial that support public engagement.
- 2.3 Develop new and strengthen existing policies, tools and practices to support, encourage and celebrate faculty public engagement activities.
- 2.4 Increase and enhance experiential learning opportunities for students.
- 2.5 Support, encourage and celebrate undergraduate and graduate student public engagement

activities.

- 2.6 Support, encourage and celebrate staff public engagement activities.
- 2.7 Provide training and mentoring in public engagement best practices for undergraduate and graduate students, faculty and staff.

Goal 3. Cultivate the conditions for the public to engage with us.

- 3.1 Work with others to identify strengths and limitations and provide appropriate supports to facilitate public engagement.
- 3.2 Contribute to building greater capacity for our external partners and collaborators through public engagement activities.
- 3.3 Collaborate with the College of the North Atlantic to harness our respective strengths in support of public engagement activities as a unified public post-secondary system for the province.
- 3.4 Recognize and celebrate our external public engagement partners and collaborators.

Goal 4. Build, strengthen and sustain the bridges for public engagement.

- 4.1 Enable sustained, responsive and coordinated public engagement partnerships.
- 4.2 Facilitate greater use of on-campus and off-campus facilities and resources through increased access, outreach and partnerships.
- 4.3 Increase ways for those outside Memorial to understand university systems and culture.
- 4.4 Increase ways for those outside Memorial to inform university decision-making.
- 4.5 Increase tracking and communication of Memorial's public engagement resources, expertise and offerings.
- 4.6 Increase opportunities for and celebration of public engagement participation and contributions by Memorial's alumni and other champions.

Comment on how this project will contribute to meeting the indicated objectives.

(max 200 words)

Briefly describe any plans for follow-up for this project.

(max 100 words)

Collaborators & Supporters

Applicants must provide the name of at least one authorized university supporter and one collaborator from outside the university. Up to 4 other internal and external collaborators may be added.

Please refer to the awards guide for details on university supporter requirements. We may contact the people identified in this section.

University Supporter Contact Information

Name

Faculty/Department

Email

Telephone

Has this supporter been confirmed? Yes
 No

External Collaborator Contact Information

Name

Organization/Affiliation

Email

Telephone

Has this collaborator been confirmed? Yes
 No

Do you have any additional collaborators? (Up to 4, Internal or External)

- 1
- 2
- 3
- 4

Collaborator 2 Contact Information

Name

Organization/Affiliation

Email

Telephone

Has this collaborator been confirmed? Yes
 No

Collaborator 3 Contact Information

Name

Organization/Affiliation

Email

Telephone

Has this collaborator been confirmed? Yes
 No

Collaborator 4 Contact Information

Name

Organization/Affiliation

Email

Telephone

Has this collaborator been confirmed? Yes
 No

Collaborator 5 Contact Information

Name

Organization/Affiliation

Email

Telephone

Has this collaborator been confirmed? Yes
 No

Project Schedule, Budget and Contributions

Please provide some details about the timeline of your project, your projected budget and any other funding sources and contributions.

Please refer to the awards guide for details on project schedules, budgets and contributions.

Project Schedule

Project start date

___/___/___ (YYYY/MM/DD)

Project end date

___/___/___ (YYYY/MM/DD)

Schedule Status

- Estimated
- Confirmed

Comments

Budget & Contributions

Total cost of project

Financial contributions from other sources

If you have received any financial contributions from other sources, please select the number (up to 5) from the pulldown menu, and fill in the amount and name of the source.

- Financial contributions received from other sources:
- 1
 - 2
 - 3
 - 4
 - 5

Financial Contribution 1

Amount of Contribution

Source

Financial Contribution 2

Amount of Contribution

Source

Financial Contribution 3

Amount of Contribution

Source

Financial Contribution 4

Amount of Contribution

Source

Financial Contribution 5

Amount of Contribution

Source

Amount requested from the Quick Start Fund

What are the intended uses of the Quick Start funds?

Provide justification for eligible expenses.

Describe any other funding sources have you considered for this project.

If you applied, indicate the status of your proposal. If you did not apply, explain why.

In-kind Contributions

If you have received or are providing any in-kind contributions, please select the number (up to 5) from the pulldown menu, and fill in the appropriate fields.

In-kind contributions provided by the applicant or by collaborators: 1
 2
 3
 4
 5

In-kind Contribution 1

Contribution (\$)

Source and Description of Contribution

Have these contributions been confirmed? Yes
 No

In-kind Contribution 2

Contribution (\$)

Source and Description of Contribution

Have these contributions been confirmed? Yes
 No

In-kind Contribution 3

Contribution (\$)

Source and Description of Contribution

Have these contributions been confirmed? Yes
 No

In-kind Contribution 4

Contribution (\$)

Source and Description of Contribution

Have these contributions been confirmed?

- Yes
 No

In-kind Contribution 5

Contribution (\$)

Source and Description of Contribution

Have these contributions been confirmed?

- Yes
 No

Terms & Conditions

By submitting this application the principal applicant agrees to: Submit a report via our on-line reporting form within 30 days of completion of the funded project (including evaluation data from the project) and enter the project information into Yaffle. Acknowledge that the Office of Public Engagement has the right to use all or portions of submitted materials on our website and through other communications channels. Use the funding provided for the purposes indicated and according to university guidelines. Conference travel and salary-related expenses for faculty or staff are NOT eligible expenses. Notify OPE in case of changes to the substance of the project; return the funds to the OPE if the project cannot be completed as proposed and within 120 days of the original proposed schedule. The funding allocation will be dispersed in two installments. Eighty percent of the funding will be released upon the receipt of a signed award form; the remaining 20% will be released on completion of reports.

I understand and agree to the Terms & Conditions above.

FOR REFERENCE ONLY